

Conferral of Awards and Graduation and Academic Documentation Policy

Supporting plans, policies and procedures	<ul style="list-style-type: none"> • Admissions and Enrolment Policy and Procedure • Academic Assessment and Moderation Policy and Procedure • Academic Integrity and Academic Misconduct Policy and Procedure • Academic Progress and Student At-Risk Policy and Procedure • Credit and Recognition of Prior Learning Policy and Procedure • Course and subject development and continuous improvement policy and procedure • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework and Policy • Records, Data and Information Management and Security Policy • Learning and Teaching Policy • Student Complaints and Appeals Policy and Procedure
Related Legislation and documents	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • Code of Conduct
Version	2.0
Approved by	Academic Board
Date approved	23 July 2021
Document review	This document is to be reviewed every two-years at a minimum from the date of final approval

Version	Review Date and Person/Body	Notes
0.1	Draft prepared and reviewed at Learning and Teaching Committees (LTC) in June 2020	
1.0	Approved at 2 July 2020 Academic Board meeting	
1.1	Presented to AB for approval on 20 October 2020	Based on further internal and external review, the following have been added: <ul style="list-style-type: none"> • References to other supporting plans, policies, procedures and documents • Further detail in background and scope section • Further detail regarding academic documentation, records of certification documentation, transition arrangements and fees and charges, breaches/appeals and replacement of certification documentation
2.0	Reviewed and approved by the Board of Directors and Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021

Background and Scope

This policy outlines how MIHE will confer awards to those who graduate successfully from a MIHE course of study. This policy details MIHE’s commitment to ensure compliance with regulatory requirements regarding conferral of awards, graduation ceremonies and documentation of students’ performance and results. This policy applies to MIHE staff and students enrolled in a course at MIHE as well as MIHE governance bodies who participate in graduation ceremonies in a professional capacity.

Definitions

Academic Documentation	Any testamur, academic transcript or record of results bearing the MIHE logo that is unambiguously issued by MIHE and readily distinguishable from other certification documents issued by other higher education providers, or any official record or document issued by MIHE that attests to any academic achievement of any enrolled person.
Award	Any degree, diploma, certificate, or any other form of qualification that is conferred to any person enrolled at MIHE.
Graduand	any person who has completed all requirements of a course of study and has been deemed by MIHE to be eligible to graduate
Graduate	Is a graduand who has been conferred with an award by MIHE.

Also, refer to Glossary of Terms.

Policy

MIHE has an administrative process to identify and approve the eligibility of current students to graduate. A student is deemed eligible to graduate only if all the following conditions are met, the person must:

- have completed all necessary coursework and the course rules of progression and completion of that course have been met;
- have no outstanding fees or penalties owed to MIHE; and
- are not undergoing any disciplinary action or review by MIHE which may lead to suspension, deferral or cancellation.

Academic Documentation

For any person to be eligible to graduate from a higher education course, they must complete all required units as deemed by MIHE. If completed, persons will have the results of their final completed units be subjected to the MIHE’s *Academic Assessment and Moderation Policy and Procedure*.

At the end of every semester, a list of all graduands will be provided to MIHE's Academic Board for review. Once the Academic Board is satisfied that all criteria have been met, they recommend to the Board of Directors a list of candidates who are eligible to have an award conferred.

The Academic Board is the issuing authority for all higher education awards.

All MIHE Academic Documentation for higher education units or courses of study must comply with Standard 1.5 of the Higher Education Standards Framework (Threshold Standards) 2021.

MIHE provides certification documentation in formats that complies with regulatory requirements and enable security and authenticity of documents. Award documents must be:

- unambiguously issued by MIHE and readily distinguishable from other certification documents issued by other higher education providers;
- protected against fraudulent issue;
- traceable and authenticable;
- designed to prevent unauthorised reproduction; and
- replaceable by MIHE through an authorised and verifiable process.

MIHE provides the graduates with documentation of their award on paper which includes a testamur and an official academic transcript. MIHE will maintain a Register of all testamurs and academic transcripts issued to students with appropriate information allowing issued certification documentation to be traceable and verifiable.

Students who complete one or more units of study that do not lead to the award of a qualification also have access to an authorised record of results for the units undertaken. Upon request, students may be issued with academic documentation reflecting the unit(s) of study they have completed at MIHE.

Document security

All MIHE graduation documentation will be stamped and sealed, and will bear an original signature from the person responsible for the issue of the documentation to ensure their authenticity and to prevent fraudulently issued documents.

MIHE will use original stationery, printed with the MIHE logo and a seal of the Institute. All official graduation documents will be printed on paper that is designed to be difficult to replicate using specialised printing devices. All stock of paper will be stored with access only available to the CEO, Dean and Chair of the Academic Board.

Graduation documentation will be sequentially numbered and the technology used to print the graduation documentation will include watermarking and unique microprinting ability which will assist in the detection of unauthorised, fraudulent or otherwise improperly created documents.

Academic Documentation associated with Graduating

- Any person who has completed all relevant coursework is eligible to have their award conferred immediately.
- All graduates will be issued an official document to certify that they have graduated, at the time of graduation, and no cost to them.
- A person is eligible to have their award conferred for a period of up to 10 years after completion of all necessary coursework.
- An award can be conferred at an official ceremony conducted by MIHE at set times during the year, or it can be conferred in absentia depending on the choice of the graduand. In absentia, awards can also be conferred to a person's family if requested.
- MIHE will provide any necessary documentation that the graduand is eligible for in formally issued, stamped and sealed formats to ensure their authenticity and to prevent fraudulently issued documents.
- Awards can be revoked at any time by MIHE if issued in error or if the graduand has been unsuccessful in completing coursework.
- MIHE will regularly post details of conferral dates, awards, and names of graduands on its website.
- Graduates can have their academic documentation reissued for a fee if they lodge a request in writing to MIHE. Upon receiving the written request, MIHE shall reissue such documents within 60 days of receiving the written request.

Records of Certification Documentation

MIHE will keep complete records of certification documentation to allow for authentication and verification in the student management system. MIHE will maintain a Register with information on the holders, and date of issue and award of the qualification.

Transition Arrangements

If core units have been discontinued, or credit point allocation for units has been changed, a student must be assessed by the Academic Board to determine whether they satisfy the changed requirements of the award in order to be conferred the award. Students must not be disadvantaged

due to such arrangements and such variations must not require a student to complete more subjects to meet the requirements of their course.

Fees and Charges

MIHE will charge additional fees under specific circumstances for conferral of awards (see below).

All fees charged must be paid in full. MIHE shall charge fees under the following circumstances:

- Attendance of official graduation ceremony, including necessary clothing and tickets for attendance at the ceremony
- Cancellation fees
- Reissue of academic documentation

Breaches

Any student or staff member found to be in breach of this Policy will be subject to disciplinary action in accordance with the relevant *Code of Conduct*.

Appeals

Appeals concerning any decision taken in relation to this Policy should be made in accordance with the *Student Complaints and Appeals Policy and Procedure*.

Replacement of Certification Documentation

MIHE will ensure that Certification Documentation, such as Testamurs, Academic Transcripts or Record of Results are replaceable by MIHE through an authorised and verifiable process, as summarised in the table below.

Process step	Process description	Responsible person
1. Apply for replacement of certification documentation	<p>Application for the replacement of certification documentation must be made in writing via an email to admin@mihe.com.au with the following details:</p> <ul style="list-style-type: none"> • Student ID and name • Address • Specify if the replacement certification documentation will be collected in person or sent to a postal address nominated • The specific replacement certification documentation requested (i.e. Testamurs, Academic Transcripts or Record of Results) • Reason for requesting the replacement certification documentation 	Student
2. Assess the application for replacement of certification documentation	<p>The application for replacement of certification documentation will be assessed if the request is in line with MIHE policies and procedures. If there are any fees associated with the replacement of certification documentation, the student will be notified by reply email.</p> <p>Once the application is assessed as legitimate, the Administration Manager will seek approval from the Dean or CEO for the replacement certification documentation to be issued.</p>	Administration Manager
3. Provide approval	<p>Based on the recommendation of the Administration Manager, the Dean or CEO will approve or reject the application for the replacement of the certification documentation.</p> <p>Note: Replacement Certification Documentation issued by MIHE must be consistent with this Policy and must be approved by the Dean or CEO.</p>	Dean or CEO
4. Issue replacement certification documentation and update student management system	<p>After the Dean or CEO has approved the application for the replacement of the certification documentation, it will be issued to the student.</p> <p>A record of all replacement Certification Documentation issued will be kept in the Student Management System.</p>	Administration Manager